

POSITION: Administrative Officer, GS-341-7, Target GS-9 or GS-9, Target GS-11 or GS-11**TYPE OF APPOINTMENT:** Permanent**NUMBER OF VACANCIES:** 1 Full-time Position**POSITION DESCRIPTION:** GS-7: 12190; GS-9: 12140; GS-11: 32089**SALARY RANGE:** GS-7: \$34,202 to \$44,462; GS-9: \$41,837 to \$54,388; GS-11: \$50,620 to \$65,803 per annum**NOTE 1:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion**NOTE 2:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 3:** Employee selected must serve a one (1) year probationary period for supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.**NOTE 4:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.**NOTE 5:** This is a Non-Bargaining Unit position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Willamette National Cemetery, Portland Oregon.**AREA OF CONSIDERATION:** Consideration will be given to permanent employees of the Willamette National Cemetery ONLY**Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.****Displaced/Surplus Federal Employees:** Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the local commuting area for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.**DUTIES:** The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent is responsible for the administrative function of the national cemetery. This includes supervision of administrative employees, volunteers, and work study employees; overseeing the budget forecast and execution, fiscal activity and purchasing; overseeing employee training; serving in a public affairs capacity on behalf of the director; coordinating with other agencies and entities to ensure smooth workflow of cemetery operations and special programs. Ensures that administrative operations are appropriately integrated with all field and maintenance activities.**GENERAL REQUIREMENTS:****Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-341 series applies and may be reviewed in the Human Resources Management Division office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.**Specialized Experience:** One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.**Substitution of Education for Specialized Experience:** GS-7: 1 full year of graduate level education or superior academic achievement. GS-9: Master's or equivalent graduate level degree or 2 full years of progressively higher-level graduate education leading to such a degree or LL.B. or J.D., if related. GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate level education leading to such a degree or LL.M., if related. **If using education as a substitute for experience or for Superior Academic Achievement, applicant must supply a copy of college transcripts.****NOTE: Superior Academic Achievement means:**

1. **Class standing**--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses, **OR**
2. **Grade-point average (G.P.A.)**--Applicants must have a grade-point average of:
 - a. **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - b. **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum, **OR**
3. **Election to membership in a national scholastic honor society**--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or *Baird's Manual of American College Fraternities* (1991).

Rating Factors: On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. **Failure to respond to rating factors will result in applicant not being referred for the position:** 1. Knowledge of NCA Budget and all fiscal requirements of the NCA, including RMT, ABC report, operating budget, and all contracting. 2. Knowledge of computer systems and software used by the NCA, and applications such as BOSS, MADSS, Word, Excel, Outlook and VISTA. 3. Ability to work closely with other personnel, office staff, and all field employees. 4. Knowledge of interment operations, eligibility requirements, and NCA procedures and policies, and Human Resources requirements. 5. Ability to manage all daily activities of the office staff, and work with other state and federal agencies. 6. Knowledge of public affairs practices and ability to represent cemetery Director as designated. 7. Ability to work with a wide variety of people from all socio-economic backgrounds. 8. Ability to supervise office staff and work-study personnel, volunteers, and temporary employees. 9. Ability to supervise the implementation of Strategic plan and Business plan and set short term and long term priorities and schedules. 10. Ability to instruct employees in work and administrative matters, evaluate work performance, recommend appointments and promotions, and recommend disciplinary measures.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO APPLY:** In order to be considered for this vacancy, interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. Applicants must submit VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position. VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division and on the internal Human Resources website.**HOW TO OBTAIN FORMS:****In Portland**VA Medical Center, Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center, Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above, no later than 4:30 p.m. on the closing date of the vacancy announcement or postmarked on or before the closing date. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.